



**DRAIN CITY COUNCIL
MEETING MINUTES
DECEMBER 11, 2023**

CALL TO ORDER

Mayor Sparhawk called the meeting to order at 6:00 p.m. in the Meeting Room of the Drain Civic Center. Councilor Vaughan led the Pledge of Allegiance.

ROLL CALL

City Recorder Penny Jenkins called the roll. The following were

PRESENT IN THE COUNCIL CHAMBERS:	Mayor Sparhawk, Councilor Vaughan, Councilor VanPelt, Councilor Decker, Councilor Lymath
PRESENT VIA ZOOM:	None
COUNCIL ABSENT:	None
STAFF PRESENT IN THE COUNCIL CHAMBERS:	City Administrator Jeni Stevens, City Recorder Penny Jenkins, Kaity Hardwick
STAFF PRESENT VIA ZOOM:	None
VISITORS PRESENT IN THE COUNCIL CHAMBERS:	Fire Chief Brian Burke
VISITORS PRESENT VIA ZOOM:	Rusty Savage

WELCOME REMARKS

- A. Mayor Sparhawk welcomed everyone to the Council meeting.

PUBLIC COMMENT

None

REPORTS, COMMITTEES AND COMMISSIONS

- A. Sheriff's Office Monthly Report – Sergeant Dorland read the statistics report: 5 arrests, 3 criminal cases, 15 citations issued, 7 warnings, 1 field investigation, 5 civil papers served, 10 calls for service, 3 traffic stops, 1 security check, 1 accident, 1 drug case, 1 DUII, 1 warrant arrest, 9 reports taken and 5 reports written. Mayor Sparhawk asked if the accident was within city limits. Sgt. Dorland said that if it is listed on the report, it is within city limits. Mayor Sparhawk asked if Sgt. Dorland knew where the accident was and he replied that he didn't know. Mayor Sparhawk asked CA Stevens if she knew and CA Stevens did not. Mayor Sparhawk said that she wondered whether it was on the corner that involved the stop sign.
- B. Library – No report.
- C. Cemetery Advisory Committee – Next meeting will be January 16, 2024 at 9:30 a.m.

RECOGNITION OF VISITORS/REQUESTS

None

BUSINESS ITEMS

CONSENT AGENDA

- A. Minutes - Approval of November 13, 2023 City Council Minutes. Mayor Sparhawk stated that Kaity Hardwick's name will need to be added to the minutes as staff present in the Council chambers.
- B. Approval of payment of the Bills, check numbers: 349, 350, 34875 through 34890 and 34892 through 34922 in the total amount of \$539,993.96. **Check number 34891 was voided.** Approval of payment of the Payroll, check numbers: 11152301 through 11152308 and 11302301 through 11302308 in the total amount of \$34,347.24.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR DECKER TO APPROVE THE CONSENT AGENDA ITEMS AS READ WITH THE ADDITION OF KAITY HARDWICK.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

VOTE	Councilor Vaughan	Councilor VanPelt	Councilor Decker	Councilor Lymath	Mayor Sparhawk
AYES	X	X	X	X	X
NAYS					
ABSTAIN					

COUNCIL BUSINESS

A. Cemetery Committee – Positions Open

Refer to Staff Report, Subject: Cemetery Committee Positions Open. CA Stevens read the staff report. Mayor Sparhawk suggested that since three people out of five had resigned, if no motion or anything has transpired within ninety days, that Council will bring a resolution back making it citizen led. Councilor VanPelt asked if they needed to bring a motion around the ninety day time period. CA Stevens said that that would be helpful, then they could just get it done. CA Stevens said that the three positions are open and the City is accepting applications. Councilor VanPelt asked if there isn't anyone on the committee currently. CA Stevens said that there are two people, but that doesn't constitute a quorum.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR LYMATH FOR THE THREE CEMETERY COMMITTEE POSITIONS TO BE OPEN AND THE 90 DAYS TO START.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

VOTE	Councilor Vaughan	Councilor VanPelt	Councilor Decker	Councilor Lymath	Mayor Sparhawk
AYES	X	X	X	X	X
NAYS					
ABSTAIN					

B. Ordinance No. 444 – AN ORDINANCE OF THE CITY OF DRAIN, OREGON, AMENDING ORDINANCE 426, Section 14. Committees. – First Reading

CA Stevens stated that since the Civic Center Committee was no longer city led, the ordinance needed to be amended with an ordinance removing the committee from the list.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR VAUGHAN TO APPROVE ORDINANCE 444 - FIRST READING.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

VOTE	Councilor Vaughan	Councilor VanPelt	Councilor Decker	Councilor Lymath	Mayor Sparhawk
AYES	X	X	X	X	X
NAYS					
ABSTAIN					

C. N. D. Fair Board Request

Refer to Staff Report, Subject: N. D. Fair Board Request. CA Stevens read and expanded on the staff report.

- Item #2, Hanging the fair lights: Staff delay in hanging fair lights due to log truck--Mayor Sparhawk said that when the log truck came in last year, they used a pole to lift the lights.
- Item #7, Hanging fair banners: Councilor VanPelt asked if the City could include the cost of installing poles to hold the banners into the existing pole project. CA Stevens said that they could get a quote to do that in addition to the existing pole project.
- Item #4, Mowing the adjacent lawn year around: Councilor Lymath said that he doesn't feel that it's the City's responsibility to mow that property for them when we only use that property four or five days out of the year. Councilor Lymath asked why can't the street be blocked off for the fair as it was in the past. Discussion was had regarding blocking off the street and just using the actual City property. Mayor Sparhawk said that the fair would need to allow the parade to go through on the portion that would be blocked off. CA Stevens asked if the vendors left their booths up overnight. Mayor Sparhawk said that they do. Councilor Decker suggested that the fair could use the circular driveway of the Civic Center. Councilor Decker stated that it was too bad that someone from the fair was not at the meeting to talk about it. Councilor VanPelt said that he is all for looking for other alternatives to the way the property is used by the fair now. Councilor VanPelt agreed that he wished that the fair board was present to

discuss these issues. He also said that it would be a shame to have the fair close over \$600—the cost of mowing the neighbor’s property.

- Item #8, Monetary donation: Councilor Lymath said that the fair asked for \$2,000 and he asked how much they had received in the past. It was \$500. Councilor Lymath questioned if the fair had a budget or the money for anything. CA Stevens said that she doesn’t know if Yoncalla or Elkton contributed. Councilor Lymath said that when the fair first started, it was in Yoncalla. He said that it is now the Drain fair—as Drain is the hub. Councilor Lymath asked if the fair board has fundraisers, do they get donations? Councilor VanPelt said that he thought that the City donated \$1,000 for the 100th anniversary of the fair. Discussion was had regarding what the monetary donation was in years past. CA Stevens asked Council if they would like her to contact the fair board to see if they would come to the January Council meeting to speak. Councilor VanPelt said that he has no problem providing additional funds, but he would like to see where they would be going.
- Item #5, Use of the meeting room: CA Stevens said that since (having their own key) is not offered to every organization that rents the building, she would like Council approval to do this. CA Stevens added that if they are going to be allowed to do this, she feels that there needs to be some sort of policy regarding using the building. Councilor Lymath asked why the fair needs to have their own key. CA Stevens said that it is for convenience because if everyone works or if they have a meeting on a weekend, it’s difficult to pick up a key. Mayor Sparhawk said that she loves the idea of changing all of the doors to code doors so that they don’t have to deal with keys anymore. CA Stevens said that they would need to get a vote on that. VanPelt confirmed that with coded locks, everyone has to have their own code. CA Stevens discussed the code doors at City Hall. Councilor Vaughan stated that the easiest thing would be to just pick a key up ahead of time.
- Mayor Sparhawk stated that she is not okay with a \$2,000 donation whatsoever. Councilor Decker clarified which points would be discussed with the Civic Center Committee.
- Mayor Sparhawk said that she is not okay with the City mowing either. Councilor Vaughan asked if the City would be interested in purchasing the neighbor’s property (at 131 W. A Ave.). CA Stevens said that the owner isn’t interested in selling. Councilor Decker said that she (the owner) barely wants the fair to use it. Discussion returned to mowing the property again. CA Stevens said that the owner allows the Chamber of Commerce to use the property for Octoberfest as well. Mayor Sparhawk asked if there was a sprinkler system at the park. The answer was no. Mayor Sparhawk suggested that Octoberfest could be held at the park. Mayor Sparhawk stated that the owner (neighbor) would not be willing to let the fair use the property if the City didn’t agree to mow it. Further discussion was had regarding mowing the property. Councilor Lymath said that if the City donates for the mowing, then the City needs to have a contract for the mowing agreement. Councilor Decker questioned if the City would be mowing as needed. CA Stevens said that the owner of the property wants her property mowed every time the City mows the area around the Civic Center. Discussion returned to blocking off the street. Councilor Vaughan suggested that Council agree to mow this

coming year and donate \$700 to the fair board and move forward next year. Mayor Sparhawk confirmed with Councilor Vaughan that he was suggesting a \$700 donation and the mowing for this year. Councilor VanPelt asked if Council had to make all of those decisions at that meeting. Extensive discussion was had regarding the donation and mowing.

- Mayor Sparhawk said that she felt that part of the big jump in the donation request was due to the cost of purchasing new banners. Councilor Decker asked CA Stevens how much she thought it would cost to install the new poles for the banners. CA Stevens said that she didn't think it would be less than \$6,000. Discussion was had regarding the cost of the poles.
- Councilor Lymath remarked that he didn't think that it was fair to mow the neighbor's property for the fair. He feels that other people in town might feel that they should have their lawns mowed too. CA Stevens was asked her opinion. She stated that she felt that if Council does not agree to mowing, the property owner will not let them use her property.
- Councilor Lymath discussed the history of the fair and said that he doesn't feel that the fair will ever be the same as it was in the past. He feels that the City is being pressured by the owner of the neighboring property to mow her property or the fair is done. He suggested other alternatives.
- Councilor VanPelt asked if it was okay not to vote on the mowing at this meeting. Mayor Sparhawk said that no, they needed to vote on the mowing tonight. Additional discussion was had regarding mowing.
- Mayor Sparhawk suggested that Oktoberfest could be at the park next year. There was additional discussion about Oktoberfest, serving alcohol and when the improvements to the park would be made.
- Mayor Sparhawk asked if the City created an agreement, when would the agreement be valid? CA Stevens said that it would be valid when it was signed. Council discussed making sure that it includes the use of the property at 131 W. A Ave. for Oktoberfest as well. CA Stevens said that she would draw up an agreement to run through November 2024.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR VAUGHAN TO APPROVE THE MOWING OF THE PROPERTY ADJACENT TO THE CIVIC CENTER FOR A YEAR ASSUMING THERE IS A CONTRACT WRITTEN OUT BY THE CITY.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

VOTE	Councilor Vaughan	Councilor VanPelt	Councilor Decker	Councilor Lymath	Mayor Sparhawk
AYES	X	X	X	X	X
NAYS					
ABSTAIN					

After the vote, CA Stevens confirmed that in the January 2024 meeting, she will ask the fair board to come and they will discuss the use of a key and the monetary donation.

D. Chamber of Commerce Request

Refer to Staff Report, Subject: Chamber Request. CA Stevens read the staff report.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VAUGHAN AND SECONDED BY COUNCILOR LYMATH TO APPROVE THE \$200 DONATION.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

VOTE	Councilor Vaughan	Councilor VanPelt	Councilor Decker	Councilor Lymath	Mayor Sparhawk
AYES	X	X	X	X	X
NAYS					
ABSTAIN					

DISCUSSION ITEMS/CITY COUNCIL COMMENT

A. Bonnie Pyles – Park Host

Refer to Staff Report, Subject: Bonnie – Park Host Request. CA Stevens reviewed the staff report. She informed Council that a park host could not be included in the grant application as was previously planned and stated in the staff report. CIS is seeing an increase in claims regarding tenant rights with park hosts. CIS said that it is doable but everything needs to be taken into consideration. Councilor Decker asked if the cameras are not adequate. CA Stevens said that they are and more cameras could be added. Councilor Vaughan asked what are the benefits. CA Stevens said security and maintenance. Councilor Vaughan said that the expense of installing a park host would be \$15,000 to \$20,000 right off the bat. CA Stevens said that Bonnie said another added benefit would be that the park host could hand out equipment such

as horse shoes or tennis rackets. Councilor Decker commented that they could just work with the pool and they could be in charge of the equipment. Councilor VanPelt asked who the person would report to. CA Stevens said the Utility Foreman or the City Administrator. Councilor VanPelt felt that it would put an extra burden on those employees. CA Stevens said that if the park host was not performing their duties, what is the disciplinary process for that? Councilor VanPelt said that the real benefit that the park host would receive is a place to stay. Further discussion covered how a person would apply for the position. Councilor Vaughan said that it would be easier to swallow if the grant would be covering some of these expenses. Mayor Sparhawk said instead of a park host, upgrade the cameras and put in a hut for the equipment. Council discussed equipment further. Mayor Sparhawk asked if the City still relied on the Parks and Rec. cameras. CA Stevens said that the City does somewhat. Councilor Decker asked about adding cameras. Mayor Sparhawk agreed with adding more cameras. Councilor Decker asked if lights could be included in the grant. CA Stevens said that security lights and cameras are included in the grant. Mayor Sparhawk said that she would approve cameras so that the City would not have to rely on Parks and Rec.'s cameras.

INFORMATIONAL ITEMS

A. Financial Update – Quarter 1

Refer to Staff Report, Subject: Financial Update – 1st Quarter FY23-24. CA Stevens reviewed the staff report. Councilor VanPelt confirmed that the budgeted is the actual budget whereas the actual is what has been spent in this period of time. Councilor VanPelt asked if the report could show the percentage of where the City is in spending. He is interested in seeing what has been spent as compared to what should have been spent in this quarter. CA Stevens said that that could be added.

B. Park Survey Results

Refer to Staff Report, Subject: Anna Drain Park Playground Equipment Survey. Kaity Hardwick reviewed the staff report and she reviewed the survey results with Council.


CITY COUNCIL – ADDITIONAL QUESTIONS

- A.** Councilor Decker asked if Yoncalla and Elkton donate to the fair. It is unknown whether those cities donate.
- B.** Councilor Decker asked if the City of Drain donated to the rodeo and it was confirmed that the City did.

ADJOURNMENT

There being no further business, Mayor Sparhawk adjourned the regular meeting of the City Council at 7:16 p.m.


Jeni Stevens, City Administrator


Erin Sparhawk, Mayor